

City Attorney

Mission Statement

The mission of the Office of the Saint Paul City Attorney is to fulfill its duty to represent the city in its legal affairs with integrity, professionalism, and collegiality.

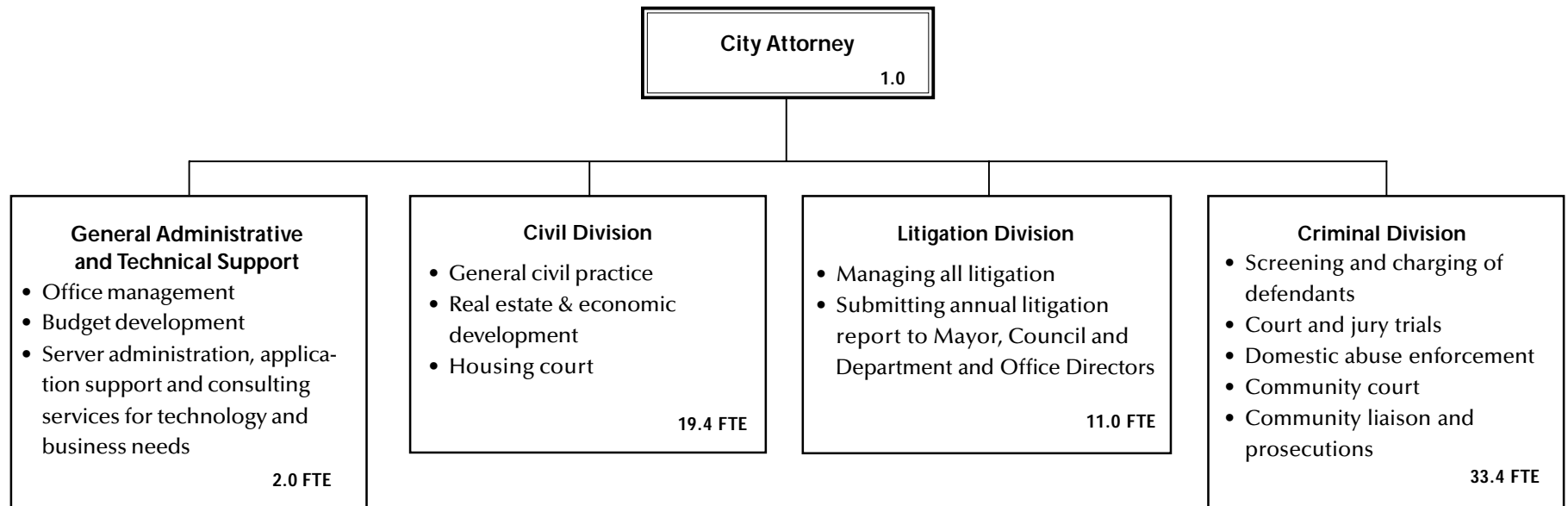
Integrity means that we are loyal to the interests of the city and the laws under which it functions.

Professionalism means that we are thorough and creative in representing the interests of the city, respectful of the public process in which we function, and courteous to all those with whom we interact.

Collegiality means working together, and with the elected and appointed officials of the city, to continuously seek improvements to the quality of legal services and the efficiency with which they are provided.

City Attorney's Office

(Total 66.8 FTEs)



Strategic Plan Accomplishments and 2005 Priorities

Major Accomplishments

- Following historical success of 2003 detailed in the Annual Litigation Report, continue to identify the most significant cases and prioritize limited resources so that all litigation is resolved effectively and efficiently.
- The Criminal Division staff handled 17,618 cases in 2003.
- The Criminal Division staff from the Domestic Abuse Unit have worked successfully with Saint Paul Intervention Project to encourage victim cooperation in prosecuting domestic abuse cases.
- Because of an enhanced continuance for dismissal program in the criminal division, the CAO will generate additional revenues to support its current function and add revenues to the general budget. In 2003 the program generated \$411,663 and has generated \$199,305 as of May 2004.
- Because of the Mayor's commitment to the Community Prosecutor and Community Court Programs, the CAO has continued to operate these programs notwithstanding the lapsing of state grant funding for these programs. The Community Court program has added 56,000 hours of community service to the community since its inception in 1999. In 2003 the court handled 581 cases and offenders contributed 13,280 hours of community service to the community.
- The CAO continues to creatively manage scarce Community Court resources. When State Courts were forced to cut the program from two court sessions per week to one the CAO worked with the Judges, Court Administration, Probation and the Public Defenders to expand the size of the weekly court calendar and create a special CFD calendar. These changes allowed us to effectively manage the caseload and has had the positive side affect of creating additional revenue for the City.
- The CAO has continued to enhance the Community Prosecution Program. In June of 2004 the CAO will add a Spanish speaking community prosecutor and expand the program to other parts of the City. The program will also have a female Hmong prosecutor working in the community in the near future. These two entry level prosecutors will rotate in and out of one slot in the trial unit to enhance their knowledge of criminal prosecution and to work on trial skills. The CAO continues to meet with district councils and other community groups, including attending the Mayor's quality-of-life meetings, in the evening hours while training these community prosecutors to handle criminal files.
- The Criminal Division has continued to explore the most efficient use of its limited personnel resources. The Criminal Division has used interns and volunteers as law clerks and attorneys. In 2003, the division began working with William Mitchell Law School and hired a law clerk who came with federal funding to partially offset the cost of her salary paid by the City.

2005 Priorities

- Continue providing outstanding legal services to the Mayor, the City Council, and City departments on housing, development, licensing, zoning, labor, and other governmental operations.
- Continue training prosecutors to improve effectiveness and efficiency through inter-office opportunities with prosecutors from other jurisdictions and expanding the use of technological resources available to prosecutors.
- Continue to explore volunteer attorney and internship programs. Aggressively explore partnership with area law schools to add additional resources to our office.
- Continue to revise office policies dealing with charging decisions to ensure efficient and uniform screening of cases.
- Ensure that all victims and witnesses are contacted and informed of their rights.
- Work with Traffic Violations Bureau to increase efficiency of Traffic Court. Roll out coordinated scheduling system for petty court trials and monitor results.
- Work with Ramsey County to strengthen the Community Prosecution program and find creative ways to solve livability crimes and monitor results
- Strengthen the Joint Prosecution Unit to help break the cycle of violence in families.
- Continue to work toward diversifying the office to reflect the community we serve.
- Review all litigation resolved during 2002 and prepare close-out memos to departments with suggestions for reducing the likelihood of similar suits.
- Work diligently to keep the Community Court cases current and continue to partner with Community Prosecutor and Housing Prosecutor to strengthen the services we provide to citizens.
- Begin to track the results of initiatives such as the indecent conduct web site and the prostitution reduction project to determine how to best use our available resources to reduce quality of life crime.
- Continue to explore Domestic Abuse Victim's Service Center and Mental Health Court.

City Attorney

Department/Office Director: **MANUEL J CERVANTES**

	2002 2nd Prior Exp. & Enc.	2003 Last Year Exp. & Enc.	2004 Adopted Budget	2005 Mayor's Proposed	2005 Council Adopted	Change from Mayor's Proposed	2004 Adopted
<u>Spending By Unit</u>							
001 GENERAL FUND	4,680,208	5,030,829	5,177,975	5,258,531	5,258,531		80,556
025 CITY ATTORNEY:OUTSIDE SERVICES FUND	798,849	858,706	909,746	844,486	971,928	127,442	62,182
Total Spending by Unit	5,479,057	5,889,535	6,087,721	6,103,017	6,230,459	127,442	142,738
<u>Spending By Major Object</u>							
SALARIES	3,717,587	4,034,210	4,268,778	4,300,381	4,397,835	97,454	129,057
SERVICES	439,422	460,299	389,444	409,599	409,599		20,155
MATERIALS AND SUPPLIES	72,205	75,716	72,315	102,093	102,093		29,778
EMPLOYER FRINGE BENEFITS	1,147,843	1,301,078	1,357,184	1,290,262	1,320,250	29,988	-36,934
MISC TRANSFER CONTINGENCY ETC	102,000	608		682	682		682
DEBT							
STREET SEWER BRIDGE ETC IMPROVEMENT							
EQUIPMENT LAND AND BUILDINGS		17,624					
Total Spending by Object	5,479,057	5,889,535	6,087,721	6,103,017	6,230,459	127,442	142,738
Percent Change from Previous Year		7.5%	3.4%	0.3%	2.1%	2.1%	2.3%
<u>Financing By Major Object</u>							
GENERAL FUND	4,680,208	5,030,829	5,177,975	5,258,531	5,258,531		80,556
SPECIAL FUND							
TAXES							
LICENSES AND PERMITS							
INTERGOVERNMENTAL REVENUE	47,465	25,185	76,728				-76,728
FEES, SALES AND SERVICES	589,474	740,953	741,283	742,685	742,685		1,402
ENTERPRISE AND UTILITY REVENUES							
MISCELLANEOUS REVENUE		69,988		75,841	75,841		75,841
TRANSFERS	64,446	26,404	26,404	25,960	153,402	127,442	126,998
FUND BALANCES			65,331				-65,331
Total Financing by Object	5,381,593	5,893,359	6,087,721	6,103,017	6,230,459	127,442	142,738
Percent Change from Previous Year		9.5%	3.3%	0.3%	2.1%	2.1%	2.3%

Budget Explanation

Major Changes in Spending and Financing

Creating the 2005 Budget Base

The 2004 adopted budget was adjusted to set the budget base for the year 2005. The actual 2004 salary rates were implemented and the cost of one pay day was removed because 2004 was a leap year, with one extra work day. The base includes the planned salaries and growth in fringes for 2005 for employees related to the bargaining process, and a small 2% growth for normal inflation on goods and services. The budget base also reflects the city-wide policy decision to alter the way we account for the costs of workers' compensation: moving away from an indirect allocation method and to a direct charge approach recording each department's costs in their own department budget. Finally, one-time 2004 spending amounts were removed from the budget base and a spending reduction was imposed on the department's adjusted general fund budget to help control city general fund spending, and meet the third round of announced cutbacks in the State's 2005 local government aid funding.

Further adjustments were made to the City Attorney's Office base budget. Specifically:

- a shift of the costs of worker's compensation from the indirect allocation in the fringe benefits budget of the City Attorney's Office into a central pool for small offices in the general government accounts general fund budget.

Mayor's Recommendations

The City Attorney's proposed general fund budget for 2005 is \$5,258,531, an increase of \$80,556, or 1.6% from the adopted 2004 budget. The 2005 proposed budget for the City Attorney's Office special fund is \$844,486 compared to the 2004 adopted budget of \$909,746. The proposed budget includes:

- The general fund budget increased as a result of moving one full-time employee from the special fund to the general fund. This provides permanent funding for a Community Prosecutor position which works collaboratively with various city neighborhood groups and is considered an essential member of the community policing team.
- Funding was added for the purchase of additional software licenses which will provide more Police Department personnel with access to the Attorney's Legal Edge system.
- The 2005 proposed budget recognizes increased revenues of \$139,000 for prosecution surcharges as a result of an increase in the continuance for dismissal fee from \$100 to \$130.

City Council Actions

The city council adopted the City Attorney's Office budget and recommendations as proposed by the mayor, and approved the following changes recommended by the mayor:

- added funding for one additional attorney.

The 2005 adopted budget is \$5,258,531 for the general fund, and \$971,928 in special funds.